Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
SECRETARY OF THE SENATE
PUBLIC RECORDS

2019 HAR 28 PM 4: 41

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

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(Revised 1/3/11)

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached: ☑ The original Employee Pre-Travel Authorization (Form RE-1), AND A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.) Private Sponsor(s) (list all): United Nations Foundation Travel date(s): Thursday, February 28, 2019 - Friday, March 1, 2019 Name of accompanying family member (if any): _____ Relationship to Traveler:

Spouse ☐ Child IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.) Expenses for Employee: Lodging Expenses Meal Expenses Other Expenses Transportation (Amount & Description) Expenses \$20.00, Fee for UN \$108.95 \$139.00 ☐ Good Faith \$145.00 guided Tour and Lecture Estimate Briefing ☑ Actual Amount Expenses for Accompanying Spouse or Dependent Child (if applicable): Other Expenses Meal Expenses Lodging Expenses Transportation (Amount & Description) Expenses ☐ Good Faith **Estimate** ☐ Actual Amount Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Undua Kalaccio ANDREW KALARIS (Signature of traveler) (Printed name of traveler) TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER: I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

(Signature of Supervising Senator/Officer)

Form RE-2

(Revised 10/19/15)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

<u>Pre-Travel Filing Instructions</u>: Complete and submit this form at least 30 days prior to the travel departure date to the <u>Select Committee on Ethics</u> in <u>SH-220</u>. Incomplete and late travel submissions will <u>not</u> be considered or approved. This form <u>must</u> be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC JRN29'19AH11:01

Form RE-1

Name of Traveler:	Andrew Kalaris
Employing Office/Committee:	Senator Tim Kaine
Private Sponsor(s) (list all): United Nations Foundation	ion
Tanal Jane (a). February 28, 2019 to March 1, 201	9
Note: If you plan to extend the trip for any reason Destination(s): United Nations Headquarters, New	
Explain how this trip is specifically connected to the trav	
wide range of policy initiatives. As a member of Senator Kair	to learn about the United Nations firsthand and to ask questions about a ne's national security team, this trip will help me better understand the nternational institution affects Senator Kaine's work on the Senate
Name of accompanying family member (if any): Relationship to Employee: Spouse Child I certify that the information contained in this form is true	
29 JAN 2019	Audun Kalaccis
(Date)	(Signature of Employee)
TO BE COMPLETED BY SUPERVISING SENATOR/OFFICE Secretary for the Majority, Secretary for the Minority, and Charles	CER (President of the Senate, Secretary of the Senate, Sergeant at Arms, aplain):
1, Sem Tim Keine herel (Print Senator's/Officer's Name)	
related expenses for travel to the event described above.	nent or reimbursement for necessary transportation, lodging, and I have determined that this travel is in connection with his or her not create the appearance that he or she is using public office for
I have also determined that the attendance of the employ of the Senate. (signify "yes" by checking box)	ee's spouse or child is appropriate to assist in the representation
1/29/19 (Date)	(Signature of Supervising Senator/Officer)

UNITED NATIONS FOUNDATION

AGENDA FOR:

United Nations Foundation's Congressional Staff Learning Trip to UN Headquarters February 28-March 1, 2019

Thursday, Feb. 28, 2019	9
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4:07.PM – 7:22 PM	Depart Washington, D.C. via Amtrak Northeast Regional# 178 Union Station
7:22 PM – 7:45 PM	Transfer to EVEN Hotels New York - Midtown East
7:45 PM - 8:00 PM	Check in at EVEN Hotels New York - Midtown East and Prepare for Dinner 221 E 44th St, New York, NY 10017
8:00 PM – 8:15 PM	Transfer to Osteria Laguna Restaurant for Dinner 209 E 42nd St, New York, NY 10017
8:15 PM – 9:45 PM	Working Dinner with Delegation Participants and Briefing by Mr. Stéphane Dujarric, Spokesperson for United Nations Secretary-General António Guterres Osteria Laguna Restaurant, 209 E 42nd St, New York, NY 10017
	Briefing Focus: To discuss the Secretary-General's ongoing reform agenda and priorities

Friday, March 1, 2019

for 2019.

7:30 AM – 7:45 AM	Hotel check-out. Please leave your luggage with the porter and meet in the lobby for departure to the U.S. Mission to the United Nations EVEN Hotels New York - Midtown East, 221 E 44th St, New York, NY 10017
7:45 AM – 8:00 AM	Travel to the U.S. Mission to the United Nations
8:00 AM – 9:00 AM	Working Breakfast and Briefing by the U.S. Mission to the United Nations U.S. Mission to the United Nations, 799 United Nations Plaza, New York, NY 10017
	Briefing Focus: To provide an overview of U.S UN relations and strategic priorities for 2019.
9:00 AM - 9:15 AM	Transfer to the United Nations Headquarters
9:15 AM - 10:00 AM	Briefing by Ms. Ulrika Modéer, Assistant Secretary General & Director of the Bureau of External Relations & Advocacy and Mr. Bruno Lemarquis, Deputy Director of the Crisis Bureau, United Nations Development Programme (UNDP) UNHQ CR-A

Briefing Focus: To provide an overview on UNDP development approaches to work in post conflict situations and why it is important to have development institutions involved in these contexts along with a look at how the agency engages with those in-country.

UNITED NATIONS FOUNDATION

10:00 AM - 11:00 AM Briefing by Mr. Richard Towle, Deputy Director, United Nations High Commissioner

for Refugees (UNHCR)
UNHQ CR-A

Briefing Focus: Discuss the UN's ongoing humanitarian assistance operations responding to crises in Venezuela, Syria and Bangladesh, and how they address the unique needs of vulnerable populations to ensure no-one is left behind.

11:00 AM - 11:45 PM United Nations Guided Tour and Briefing

UNHQ

Briefing Focus: UN expert-led tour including in-depth daily briefing, historic overview, and chamber-specific briefings on the UN Security Council, UN General Assembly, Economic and Social Council, and Trusteeship Council.

11:45 AM- 12:00 PM Transfer to Conference Room A

12:00PM – 12:45PM Panel Briefing by Mr. Grant Leaity, Deputy Director, Office of Emergency

Programs, Ms. Carla Haddad Mardini, Director of Public Partnerships Division and Ms. Aisha Sabar, Senior Adviser, Public Partnerships Division, United Nations

Children's Fund (UNICEF)

UNHQ CR-A

Briefing Focus: Discuss UNICEF's work in humanitarian and emergency settings and environments, such as Yemen, and discuss how specific circumstances in-country shape the agency's response.

12:45 PM - 1:00 PM Transfer to Millennium Hilton New York One UN Plaza

One United Nations Plaza, New York, NY 10017

1:00 PM - 2:00 PM Working Lunch Briefing by Mr. Nick Birnback, Chief Public Affairs Section,

Department of Peace Operations (DPO)

Millennium Hilton New York One UN Plaza, Riverview Room

Briefing Focus: Discuss the role and impact of UN peacekeeping, current missions, recent successes and setbacks, and the importance of narratives and strategic

communications in the field.

2:00 PM - 2:30 PM Depart Millennium Hilton New York One UN Plaza for EVEN Hotels New York -

Midtown

2:30 PM - 4:02 PM Depart EVEN Hotels New York - Midtown for New York Penn Station

4:02 PM - 7:00 PM Depart NYC via Amtrak Northeast Regional #173

New York Penn Station

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1.	Sponsor(s) of the trip (please list all sponsors): United Nations Foundation (UNF)
2.	Description of the trip:
3.	Dates of travel: Thursday, February 28, 2019 - Friday, March 1, 2019
4.	Place of travel: New York, NY
5.	Name and title of Senate invitees: Please see attached.
6.	I certify that the trip fits one of the following categories: (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
	(B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
7.	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8.	I certify that: The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement. AND
	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

9.	USE ONLY IF YOU CHECKED QUESTION 6(B)
	I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:
	(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip.
	(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
10.	USE ONLY IF YOU CHECKED QUESTION 9(B) If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.
12.	Briefly describe the role of each sponsor in organizing and conducting the trip:
	UNF is the sole sponsor of this trip, organizing and conducting all aspects of the program and logistics.
	UNF handles all outreach to to congressional offices and is the contact for planning purposes.
13.	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
	UNF works to educate all Americans, including the U.S. Congress, on the importance of a strong U.SUN
	relationship. This learning trip provides an opportunity for congressional staff to visit the UN and take part
	in meetings with UN officials to learn more about the most critical challenges the UN will be tackling in
14.	2019 and highlight the many ways the UN and U.S. work together to achieve a number of shared policy goals. Briefly describe each sponsor's prior history of sponsoring congressional trips:
	UNF regularly sponsors a mix of domestic and international congressional trips focused on UN issues.
	Between 2011 and 2018, for example, UNF organized staff/Member trips to Atlanta, New York, Tanzania,
	Liberia, Rwanda, Honduras, Haiti, South Sudan, DR Congo, the Central African Republic and Mali.

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UNF regularly hosts	/sponsors Capitol Hill brid	etings, torums, and	related events to educ	ate policymakers
businesses, NGOs,	and the general public or	n the UN's role in ad	vancing American inte	erests abroad.
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Total Expenses for E	Each Participant:			
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
Good Faith estimate	\$200.00 Round-trip train fare from Washington DC to New York	\$139.00 One night hotel stay	\$114.00 \$57.00 Dinner, \$20.00 Breakfast, \$37.00 Lunch	\$20.00 Fee for UN Guided tour a Lecture Briefin
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Amounts				
State whether a) the participation or b) the	trip involves an event the	at is arranged or organized or o	anized without regard rganized specifically v	to congressiona with regard to
State whether a) the participation or b) the congressional partic	ne trip involves an event	that is arranged or o	rganized <i>specifically v</i>	vith regard to
State whether a) the participation or b) the congressional participation. The trip involves an participation.	ne trip involves an event ipation: event that is arranged or	that is arranged or o	rganized <i>specifically v</i>	vith regard to
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State whether a) the participation or b) the congressional partice. The trip involves an participation. Reason for selecting. This trip will bring participation of the trip will bring participation. Name and location of the EVEN Hotel NY-Michael NY-Mi	the location of the event articipants to the UN Hea	organized specification trip	Illy with regard to cong	ressional
State whether a) the participation or b) the congressional participation. The trip involves an participation. Reason for selecting This trip will bring participation. Name and location of EVEN Hotel NY-Michael Street Congressional participation.	the location of the event articipants to the UN Head of hotel or other lodging the dtown East	or trip adquarters, which is	Illy with regard to cong	ressional

21.	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel: Both lodging and meal expenses will be less than the GSA per diem rate.		
22.	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:		
	Round-trip transportation between Washington DC and NY will be on Amtrak Coach.		
	· /		
23.	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).		
24.	List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:		
	None		
25.	I hereby certify that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you must include a completed signature page for each additional sponsor): Signature of Travel Sponsor: Peter Yeo, Senior Vice President Name and Title:		
	Peter Yeo. Senior Vice President		
	Name of Organization:		
	Address:1750 Pennsylvania Ave, NW, Suite 300, Washington, DC 20006		
	Telephone Number: (646) 559-6980 Ask for Troy Wolfe		
	Fax Number:		
	E-mail Address: twolfe@unausa.org		

Answer to Question 5

Senate Invitee List for United Nations Foundation Congressional Staff Learning Trip to the United Nations Thursday, February 28, 2019 – Friday, March 1, 2019

The following staff have been invited to participate in this learning trip to United Nations Headquarters in New York because they work on issues related to UN funding, international affairs, foreign policy, national security, global health, humanitarian assistance, counterterrorism, and related topics.

- Matt Waldrip, Chief of Staff
 Sen. Mitt Romney (R-UT)
- Andrew Kalaris, Foreign Policy Legislative Assistant Sen. Tim Kaine (D-VA)

UNITED NATIONS FOUNDATION

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Andrew Young USA January 9, 2019

Andrew Kalaris

Legislative Correspondent U.S. Senator Tim Kaine Phone: (202) 224-4024

andrew kalaris@kaine.senate.gov

Dear Andrew,

On behalf of the <u>United Nations Foundation</u>, I would like to extend an invitation to you to participate in a learning trip to United Nations Headquarters in New York on Thursday, February 28 – Friday, March 1.

If you are unfamiliar, the UN Foundation is a public charity that links the UN's work with others around the world, mobilizing the energy and expertise of policymakers, businesses, and NGOs to help the UN tackle global challenges. As part of our mission, we organize several trips per year to UN Headquarters for Members of Congress and staff, offering an opportunity to learn and ask questions about the UN's work on an array of substantive, headline issues.

This upcoming trip is designed for Chiefs of Staff or Legislative Directors for Freshman Members of Congress, providing a general overview of some of the most critical challenges the UN will be tackling in 2019 and highlighting the many ways the UN and U.S. work together to achieve a number of shared policy goals.

The basic format of the trip is as follows: the delegation will take Amtrak to New York on Thursday afternoon for a working dinner with a UN speaker. On Friday, we will participate in a series of meetings at UN Headquarters, where we will be briefed by senior officials from an assortment of UN agencies who will discuss key issues involving countering violent extremism, peacekeeping, migration/refugees, humanitarian assistance, and the global response to the opioid crisis. Depending on schedules, we may also hear from an official at the U.S. Mission to the UN. We will then close the day with a working lunch, after which you will depart for Washington D.C.

The UN Foundation will arrange all transportation and accommodations, including one night's hotel stay, and ensure they comply with all Senate ethics guidelines. If you are interested in participating, please let us know by Thursday, January 24.

We hope you will take this opportunity to learn more about the UN and look forward to your reply.

Peter Yen

Sincerely yours,

Senior Vice President